

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
352**

**STAFF IDENTIFICATION CARDS**

**Supersedes:** AR 352 (Temporary, 04/28/11)  
**Effective Date:** 06/17/12

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

The Personnel Services Division has been delegated primary responsibility for authorizing Staff Identification (ID) cards.

Institutions and Facilities authorized to produce Staff identification cards shall only do so with the Staff Identification Card Authorization form (DOC-1027) issued by the Personnel Services Division.

Supervisors are responsible to ensure all assigned employees have been issued an authorized NDOC ID card.

**352.01 STAFF IDENTIFICATION CARDS**

1. The Division Administrator of Personnel Services or designee shall authorize the issuance and replacement ID cards for NDOC employees only.

2. The Personnel Services Division staff shall issue form DOC-1027 to all newly hired staff.

A. Non-custody staff will present form DOC-1027 to authorized ID staff at the following locations:

(1) Administration Building 89

(2) NNCC

(3) HDSP

(4) ESP

(5) CGTH

(6) LCC

B. Custody staff will present form DOC-1027 to the Training staff upon entry into the PST Training Academy.

3. Identification cards are State property and are only to be used for official duty related identification.

4. The Personnel Services Division shall maintain a record of all identification cards reported as lost or stolen.

5. The Personnel Services Division shall collect identification cards from employees who are separating from the Department.

A. A record shall be maintained of all identification cards not returned.

6. Identification cards shall be worn as identified in AR 350.

7. Lost, damaged, or stolen identification cards may be replaced by contacting the Personnel Services Division.

A. There will be a \$5.00 fee for replacement of an identification card for this purpose.

B. This fee will be forwarded to the NDOC Accounting office.

8. Replacement identification cards will be authorized utilizing form DOC-1027 by the Personnel Services Division following promotion, demotion, or other personnel or work status change.

A. There will be no replacement fee for this purpose.

B. ID cards will be processed as directed by the employee's supervisor.

9. All Department employees shall:

A. Request a new ID card when there is an official name change or significant change in personal appearance.

(1) A name change will require official documentation.

B. Surrender the old ID card when a replacement card is issued or upon termination.

C. Surrender an ID card that was reported lost but subsequently found after a replacement was issued.

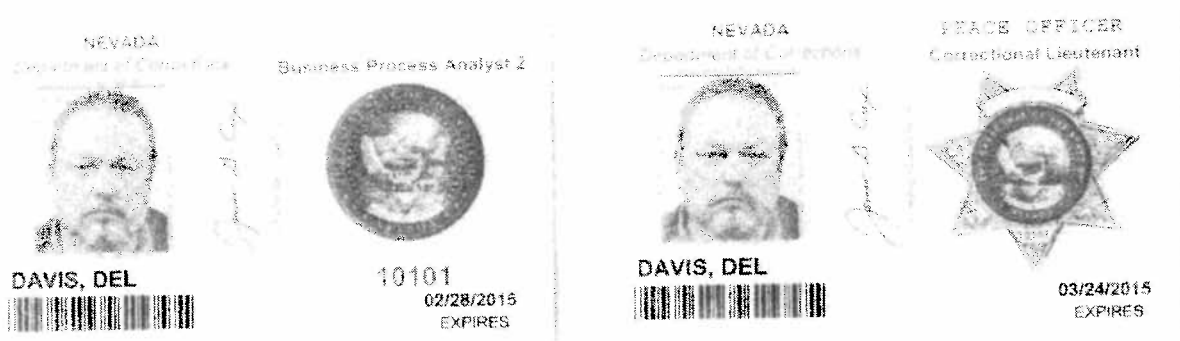
D. Retain their ID card when transferred.

E. Report to one of the designated locations upon expiration of their existing ID card for re-issuance.

F. Not mutilate, bend or in any way deface their ID card.

10. Employee ID cards shall be surrendered to an Appointing Authority or Department supervisor when an employee is placed on administrative leave pending investigation.

11. Staff ID cards shall comply with the requirements in NOTIS and shall be processed via NOTIS.



### **352.02 RETIREMENT ID CARDS**

1. Employees who are approaching retirement may request an ID card which identifies the holder as a retired NDOC employee.

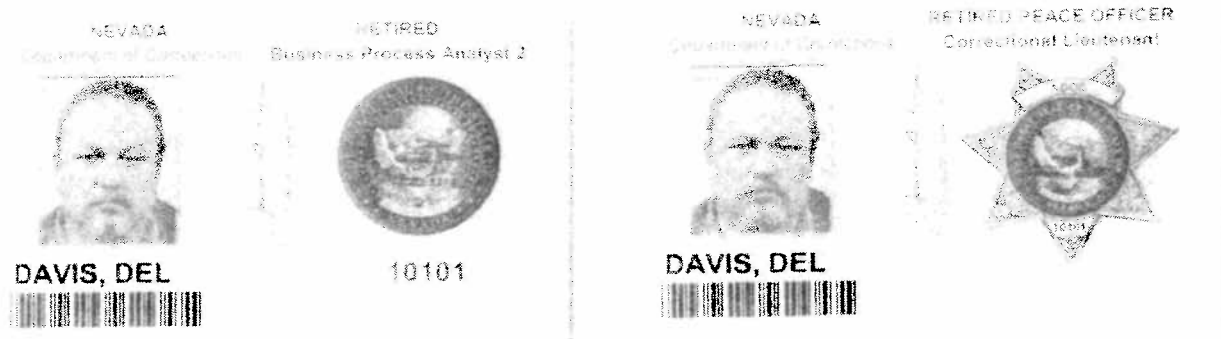
2. A written request should be submitted through their chain of command to the Division Administrator of Personnel Services.

A. The Personnel Services Division shall prepare the paperwork for approval by the Director.

3. Once approval is received, the retiring employee shall be provided with a form DOC-1027 and shall report to one of the designated locations to process the Retiree ID card.

A. The original Staff ID card must be surrendered to the Personnel Services Division once approval is received

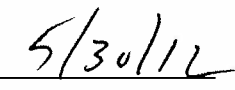
4. Retiree ID cards shall comply with the requirements in NOTIS and be processed via NOTIS.



## APPLICABILITY

1. This regulation applies to all employees of the Department.
2. This regulation requires an Operational Procedure for the Personnel Services Division.
3. This regulation does not require an audit.

  
James G. Cox, Director

  
Date